

MARFORCOM/MARCORBASES

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22nd ESB
8 December 2009

MARFORCOM/MARCORBASES

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Topics



- ORM Worksheets



**- Mishap
Investigation and
Endorsement**



22nd ESB
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Best Practice for ORM

Information Brief

- **MFC DSS has created a standard ORM worksheet.**
- **These completed ORM worksheets are provided to our MSCs.**
- **Examples of ORM worksheets:**
 - On-duty Operational
 - Off-duty Recreational
 - PMV (automobile and motorcycle)



ORM Assessments (specific examples)

Information Brief

On-Duty Operational Worksheets:

- Convoy Ops Risk Assessment
- Command Run Risk Assessment

Off-Duty Recreational Worksheets:

- Hurricane/Tropical Storm Risk Assessment
- Alcohol Risk Assessment
- Beach Risk Assessment
- Water Hole Risk Assessment
- Ski-Snowboard Risk Assessment

PMV Worksheets:

- Motorcycle Risk Assessment
- Driving Risk Assessment
- Winter Driving Risk Assessment
- Dirt Bike Risk Assessment
- ATV Risk Assessment



ORM Worksheet Tool (introduction page)

Information Brief



MARFORCOM
Operational Risk Management Tool

4 Principles of ORM

1. Accept risk when benefits outweigh the cost.
2. Accept no unnecessary risk.
3. Anticipate and manage risk by planning.
4. Make risk decisions at the appropriate level.

5 Steps of Risk Management

1. Identify Hazards
2. Assess the Hazards to Determine the Risk
3. Develop Controls and Make Risk Decisions
4. Implement Controls
5. Supervise and Evaluate

Frequently Asked Questions

Q. What if it has been determined that you have a high or extremely high residual risk?

A. The assessment should be passed up your chain of command until the resources to lower the risk are found and approved for use. Do not take the assessment directly to the approval authority unless they are at the next level in your chain of command.

Always do your best to eliminate the hazard entirely or lower the risk to the lowest possible level.

Q. What if the residual risk can not be lowered?

A. Only the CG has the authority to approve Extremely High Risk training and operations. Work smart and reduce all risks to low or moderate.

"Nothing we do while preparing for war is worth the accidental loss of life, major injury or damage to property or the environment."

Q. For any other questions.

A. Contact Your Safety Office

NEXT
Click on "How to use this tool" tab below



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ORM Worksheet Tool (instructions)

Information Brief



MARFORCOM Operational Risk Management Tool



Opening different sheets

To open any sheet in this work book click on the tabs below.

If the tab you want is not displayed use the arrows in the bottom left corner to expose them.

Filling out the Risk Assessment Sheet

Type in the boxes provided on the "Risk Management Sheet" by clicking in the box and typing.

Using the Matrix

Definitions are below the matrix.

Printing for signature

While in the risk assessment sheet print as you would normally. Do not forget to fill out the bottom of the sheet.

Questions or comments on how this tool can be improved should be sent to:

Reggie Bromwell
Safety Specialist
Department of Safety and Standardization
U.S. Marine Corps Forces Command, Norfolk, Virginia
757-836-2195
DSN 836

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ORM Worksheet Tool (sample)

Information Brief

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MARFORCOM							
Operational Risk Assessment: Summer Boardwalk Run							
Sample				Sample			
Location	Task	Hazard	Potential Injury or Loss	Preliminary Risk Level	Control Measures	Hazard Fully Controlled	Residual Risk Level
Where will the run take place?	What training/ops is being conducted?	What is the source of injury or loss?	Most likely not most severe	What is the risk level before controls (use matrix)?	Be specific: what, where, when, how, and who. Make changes that reduce the risk without jeopardizing the mission.	yes or no	What is the risk level after controls (use matrix again)?

Notes:
* This assessment is a sample provided to help a run coordinator develop risk assessments for a specific event. Only a few hazards have been addressed and some control measures may not be feasible for the hazards identified.
** The Risk levels above may not reflect the actual risk a hazard creates. The OIC's judgment, and the use of the Matrix will determine the risk level for any given hazard.
*** Provide a copy of the Matrix with each RA.
**** Final risk level is the highest risk hazard.

Safety Office Review initials: _____

Prepared By: <u>Reggie Bromwell</u>	Approval Authority: <u>LtCol James E. Veditz</u>	Final Risk Level: <u>MODERATE RAC 3</u>
Title: <u>Training Officer</u>	Title: <u>CO, 2nd Bn 8th Marines</u>	
Grade: <u>O-3</u> Date: 20 APR 07	Grade: <u>O-5</u>	

Chain of Command review

Unit CO Signature: _____

Battalion CO Signature: _____

Approval Authority Signature: _____



ORM Worksheet Tool (completed sample)

Information Brief

MARFORCOM							
Operational Risk Assessment: Summer Boardwalk Run							
Location	Task	Hazard	Potential Injury or Loss	Preliminary Risk Level	Control Measures / Implementation	Hazard Fully Controlled	Residual Risk Level
Virginia Beach Oceanfront Boardwalk	Physical Training (PT)	Heat/humidity/weather	Heat strokes and heat exhaustion, which can sometimes be fatal.	RAC 2 (I,C)	PT Early AM instead of the heat of the day.	No	RAC 3 (I,D)
Virginia Beach Oceanfront Boardwalk	Physical Training (PT)	Unexpected obstacles. Pedestrians, pot holes, barriers etc.	Broken bones, bruising, sprains	RAC 3 (III,B)	Route recon prior to event. Stay on boardwalk but provide adequate separation room or stay on beach away from pedestrians and bikes. Move formation slowly up and down stairways.	No	RAC 5 (III,D)
Virginia Beach Oceanfront Boardwalk	Physical Training (PT)	Use of RX and over the counter medications including supplements	Potential kidney, heart and other health problems	RAC 3 (II,C)	Personal accountability. Doctor recommendations. Follow manufactures recommendations.	No	RAC 4 (II,D)
Virginia Beach Oceanfront Boardwalk	Physical Training (PT)	Extraneous Exercise	Dehydration is a major factor in causing heat injuries.	RAC 2 (I,C)	Fluids at proper level Surgeon General recommends water intake of one quart per hour during periods of heavy exercise. Drink 3 to 6 quarts of fluid per day.	No	RAC 3 (I,D)
Virginia Beach Oceanfront Boardwalk	Physical Training (PT)	Traffic/vehicles	Fatal collision	RAC 2 (I,C)	Use road guards at crossing. Be aware of your surroundings at all times.	No	RAC 3 (I,D)
Virginia Beach Oceanfront Boardwalk	Physical Training (PT)	Reduced visibility increases the possible avoidance with vehicles obstacles and other hazards	Fatal collision	RAC 2 (I,C)	Road Guards wear reflective gear/light colored clothing at all times. During periods of reduced visibility, and before morning colors and after evening colors, personnel shall wear retro-reflective clothing, vest or belt when conducting physical training or exercising on or near roadways. Personnel shall jog facing traffic and obey traffic rules and regulations.	No	RAC 3 (I,D)
Virginia Beach Oceanfront Boardwalk	Physical Training (PT)	State of physical condition	Cardiac arrest, other body injury or death	RAC 2 (I,C)	Avoid over exertion. Stay within your physical fitness limits. Obtain a current physical before starting a physical fitness program. Have medical personnel with emergency vehicle present.	No	RAC 3 (I,D)

Notes: Additional hazards are to be evaluated and controlled on the spot by leadership.

Safety Office Review Initials: _____

Prepared By: <u>Reggie Bromwell</u>	Approval Authority: <u>LtCol James E. Veditz</u>	Final Risk Level: <u>MODERATE RAC 3</u>
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Chain of Command review

Unit CO Signature: _____

Battalion CO Signature: _____

Approval Authority Signature: _____

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ORM Worksheet Tool (Risk Assessment Matrix)

Information Brief



MARFORCOM
Operational Risk Management Tool



		Probability			
		A	B	C	D
Severity	I	1	1	2	3
	II	1	2	3	4
	III	2	3	4	5
	IV	3	4	5	5

RAC Terms:
1 = Critical risk
2 = Serious risk
3 = Moderate risk
4 = Minor risk
5 = Negligible risk

Definitions

Severity	Probability
I. The hazard may cause death, loss of facility/asset, or result in grave damage to national interests.	A. Likely to occur immediately or within a short period of time. Expected to occur frequently to an individual item or person or continuously to a fleet, inventory, a short period of time. Expected to occur frequently to an individual item or person or continuously to a fleet, inventory, or group.
II. The hazard may cause severe injury, illness, property damage, damage to national or service interests, or degradation to efficient use of assets.	B. Probably will occur in time. Expected to occur several times to an individual item or person or frequently to a fleet, inventory, or group.
III. The hazard may cause minor injury, illness, property damage, damage to national, service, or command interests, or degradation to efficient use of assets.	C. May occur in time. Can reasonably be expected to occur some time to an individual item or person or several times to a fleet, inventory, or group.
IV. The hazard presents a minimal threat to personnel safety or health property, national, service, or command interests or efficient use of assets.	D. Unlikely to occur.

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ORM Worksheets

Information Brief

- **Develop an environment where every Marine, Sailor, & civilian is using ORM for daily activities.**
- **ORM Worksheets should be used to create a guide for the unit (down to fire team) on what will hurt them and how to prevent it.**
- **All training/operations that require a 5 paragraph order should also include an Annex (ORM Worksheet) and include control measures from the Worksheet in the 5 paragraph order.**

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Best Practices for Mishap Investigations

Information Brief

BACKGROUND

- **Lean Six Sigma**
 - ☑ **Mishap investigation and endorsement process (11-12 March 2009).**

- **OPT membership**
 - ☑ **MFC Safety**
 - ☑ **II MEF Safety**
 - ☑ **2nd MARDIV Safety**
 - ☑ **MCB Camp Lejeune Safety**
 - ☑ **MCSF Regiment Safety**
 - ☑ **Safety Center code 40**



Discussion

Information Brief

- **Safety Investigation Board (SIB) requirements.**
 - All Class A and B Mishaps
 - Class C mishaps (ammunition/explosives)
- **Endorsement Process**
 - Sequential versus Concurrent
- **Mishap Prevention Information to the Forces**
 - Incorporate Marine Corps Center for Lessons Learned (MCCLL) in process for dissemination



Recommendations

Information Brief

- **Request change to the reporting requirements in MCO 5102 to require an SIB only for Class A and B mishaps, and/or when directed by the Controlling Command.**
- **Request change in MCO 5102 to remove the requirement for the chain of command to endorse the SIREP sequentially and require that the SIREP be endorsed concurrently NLT 10 working days after release of the SIREP.**
- **Request MCCLL disseminate lessons learned on closed-out SIREPS.**